

ADMINISTRATIVE  
INTERNAL USE ONLY

DD/A Registry  
76-5374

DD/A Registry

File Bldg & Grds

26 October 1976

MEMORANDUM FOR: Associate Deputy Director for Administration

FROM :

[REDACTED]

STATINTL

Acting Chief, Printing & Photography Division, OL

VIA :

Director of Logistics

SUBJECT :

Request for Ongoing Photography/Pictorial  
Rendition of Headquarters and Grounds

1. Pursuant to your request, the Photography Branch, Printing & Photography Division, Office of Logistics, is taking the following actions:

a. Begin immediately the task of photographing the Headquarters grounds, relative to their appearance in each of the four seasons, varied lighting conditions and aesthetic appeal. (This project was initiated on 13 October 1976 when photographs were taken of Headquarters under unusual lighting conditions.)

b. Provide in a single package, 8- by 10-inch color prints of Headquarters spaces now on file which have not changed in appearance since this photography was accomplished. This will serve to identify current holdings and establish new requirements.

c. Enlist the support of the Logistics Services Division, OL, in identifying Headquarters spaces of special interest, particularly when changes occur as a result of redecorating or refurbishing; i.e., library, executive dining room, auditorium, snack bars, corridors, etc.

2. All photographs provided will be in the form of 8- by 10-inch color prints of presentation quality, unless otherwise specified. Photography Branch technicians will select the views for final rendering from the many exposures made at each shooting. Mr. [REDACTED] Photographic Technician, will be the prime photographer on this project with Mr. [REDACTED] assisting when available. Completed color prints will be forwarded, through the conventional chain of command, to the DDCI's office.

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OL 8 5311

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Rendition of Headquarters and Grounds

STATINTL

3. Mr. [REDACTED] Chief, Photography Branch, P&PD/OL, will  
serve as contact point/action officer on this project.

STATINTL

TS/ [REDACTED]

DDA Distribution:

Orig - DDCI

1 - ER

1 - DDA Subject

## ROUTING AND RECORD SHEET

<b>SUBJECT:</b> (Optional) Request for Ongoing Photography/Pictorial Rendition of Headquarters and Grounds						
<b>FROM:</b>  Acting Chief, Printing & Photography Division, OL 4111		<b>EXTENSION</b>  4111	<b>NO.</b>  <b>DATE</b> 26 OCT 1976			
<b>TO:</b> (Officer designation, room number, and building)	<b>DATE</b> <table border="1"> <tr> <th>RECEIVED</th> <th>FORWARDED</th> </tr> </table>		RECEIVED	FORWARDED	<b>OFFICER'S INITIALS</b>	<b>COMMENTS</b> (Number each comment to show from whom to whom. Draw a line across column after each comment.)
RECEIVED	FORWARDED					
1. Director of Logistics		10 27	2	<p><i>Gloria. Rallaburish!!!</i></p> <p><i>Karen:</i> <i>Send a copy to ODC/</i> <i>for info.</i></p> <p><i>Done</i> <i>11/1/76</i></p> <p><i>OL 6 6615</i></p>		
2. <i>EO/ODA</i>						
3. Associate Deputy Director for Administration						
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